

CIVIL CASE CHECK LIST

ATTORNEY REQUIREMENTS

- **The attorney of record must be a member of the bar for the Eastern District of Missouri or file a motion with the court to appear pro hac vice.** (See Local Rule 12.01 for requirements)
- The attorney of record must sign the original complaint pursuant to FRCP 11. If the attorney is opening the new case on ecf, the use of the ecf login and password assigned by the court complies with Rule 11.

FILING A CIVIL CASE

- A new civil case may be opened electronically by an attorney in ecf, if the attorney can meet the requirements for filing, has an Eastern District of Missouri ecf login and password and has a valid credit card.
- A new civil case may be filed by e-mail if the attorney has a credit card on file with the court. The case is filed by converting the documents to PDF and attaching them to an e-mail directed to the e-mail address for the proper jurisdiction. The e-mail address for a Eastern Division case is: newcases.stlouis@moed.uscourts.gov. The e-mail address for a Northern Division case is: newcases.hannibal@moed.uscourts.gov. The e-mail address for a Southeastern Division case is: newcases.cape@moed.uscourts.gov.
- A new case may be filed by delivering the case in paper form to the Clerks Office with the case filing fee being paid by cash, check or credit card. The new case may be sent to the clerks office by U.S. Mail with payment being made by check.

FILING REQUIREMENTS

- Pursuant to Local Rule 2.04, when demanding a jury trial, "Jury Trial Demanded" must be written on the first page of the Complaint - under the space for the case number.
- The correct division must be noted on all of the pleadings - the Eastern District of Missouri is comprised of the Northern - Southeastern - Eastern Divisions pursuant to 28U.S.C.105 of the FRCP.
- If the plaintiff is a child or an incompetent person, a Motion For Appointment of Next Friend must be filed with the complaint.
- Pursuant to the E-Government Act of 2002, all civil pleadings filed, including exhibits, must not contain personal identifiers, (i.e. social security numbers, names of minor children, dates of birth and financial account numbers). Personal information MUST be redacted before the case is submitted to the court.
- All information requested must be entered and all sections completed on the Civil Cover Sheet. When the attorney opens a case, this form is an attachment to the Complaint or Notice of Removal.
- The Original Filing Form (Designation Sheet) must be completed. If the case was filed previously, the prior officiating judge must be listed along with the previous case number. (Local Rule 2.02B). When the attorney opens a case, this form is an attachment to the Complaint.
- If the plaintiff is a corporation, the Disclosure of Corporate Interests Certificate form must be filed with the complaint. (Rule 7.1 FRCP)

SERVICE

- If service (pursuant to Rule 4 FRCP) is to be effected by Waiver of Service of Summons form - submit 2 completed waivers for each defendant. If the attorney is opening the case, one Waiver of Service of Summons form for each defendant should be filed as an attachment to the Complaint.
- If service (pursuant to Rule 4 FRCP) to be effected by Summons - submit 2 completed summons for each defendant. If the attorney is opening the case, one completed Summons should be filed as an attachment to the Complaint.
- If the U.S. Government or U.S. Government employees are defendants, service (pursuant to Rule 4 FRCP) is to be effected by submitting 2 completed summons for the U.S. Agency, the U.S. Attorney and the U.S. Attorney General in addition to any U.S. Government employees. The government is exempt from service by waiver of service of summons. Service is effected by certified or registered mail. (Rule 4(i)FRCP) If the attorney is opening the case, one completed Summons for each party being served should be filed as an attachment to the Complaint.
- When service is to be effected by Summons, a Notice of Process Server form must be filed for each process server.
- If the defendant is a corporation, a blank Disclosure of Corporate Interests Certificate form must accompany the service documents.
- **The Fee for filing a Civil Case is \$350.00.** The court accepts payment by cash, credit card or check. If payment is being made by check, please make the check payable to "Clerk U.S. District Court". If the attorney is opening the case, a valid credit card is required for payment through Pay.Gov.

(Rev. 2/07)